

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>STAFF</b>	<b>STANDARD NO.</b>  <b>CSS-02-107</b>
	<b>SUBJECT:</b>  <b>WEEKLY WORK SCHEDULES</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None</b>		<b>DATE ADOPTED: 1-1-2013</b> <b>DATE REVIEWED: 10-3-2012</b>

**STANDARD:** Written policy, procedure and practice shall require the Community Supervision Agency to maintain a weekly work schedule for Community Supervision Agency Officers that indicates flexible workdays, hours and schedules to accommodate the needs of the juveniles.

**DISCUSSION:** The process of developing flexible schedules should reflect the need for Community Supervision Agency Officers to contact youth and families in the home, placements and community, rather than the standard 8:00 a.m. to 5:00 p.m., Monday to Friday schedule. It is recommended that ten (10) percent of the Community Supervision Agency Officer's weekly work schedule should be outside of the standard 8:00 a.m. to 5:00 p.m. business day. The Community Supervision Agency must review schedules as needed to determine continued need and appropriateness.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.